District 02-02	July 26, 2011	Department of General Services	
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2167-1
Somerset County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Petty Offense Citations and Fugitive Warrant Cases	2219	Section IV 2a, b, c	January 2004- December 2004	10		
				-			
		·					
	Closed in 2004						

Telesca III				
Destruction App	roved by Maryland State Archives		Destruction Certifica	tion
9 Aug 11	Edward af grenfu			•
Date	State Archivist	Signature of Court Official	Title	Date

District 02-02	July 26, 2011
Court	Date
Somerset County	
County	

51469-Z167-2

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Petty Offense Citations and Fugitive Warrant Cases	2219	Section IV 2a, b, c	January 2005- December 2005	10		
		·			·		
	Closed in <u>2005</u>						

Closed in	2003			
Destruction Ap	proved by Maryland State Archives		Destruction Certifica	tion
9 Aug 11	I formal a genfu			
Date	State Archivist	Signature of Court Official	Title	Date

District 02-02	July 26, 2011	Department of General Services	
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-216.7-3
Somerset County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal  Petty Offense Citations and Fugitive Warrant Cases	2219	Section IV 2a, b, c	January 2006- December 2006	10		
	·			,			
			·	,			·
	Closed in 2006			,			

Closed in 2006			
Destruction Approved by Maryland State Archives		Destruction Certifica	ation
Date State Archivist	Signature of Court Official	Title	Date

District 02-02	July 26, 2011	Department of General Services	
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2167-4
Somerset County		P.O. Box 275	Forward three (3) copies to address at left.
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Civil Citations/Municipal Infractions	2219	Section IV 2a, b, c	January 2004- December 2004	2		
				·			
,	Closed in 2004						

Closed in 200  Destruction Approve	ed by Maryland State Archives			Destructio	n Certification	
9 Aug 11 Dale	State Archivist		of Court Official	Ti	itle	Date
DGS 550-9 (Rev. 03/2010)	Instru	ections for Preparation and Submis	ssion on next page			

District 02-02	July 26, 2011	Department of General Services	,
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2167-5
Somerset County		P.O. Box 275 Jessup, Maryland 20794-0275	Forward three (3) copies to address at left.
County		Jessup, Ivial yland 20174-0215	to dadress at rest.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Civil Citations/Municipal Infractions	2219	Section IV 2a, b, c	January 2005- December 2005	2		
		·					
	Closed in 2005						

Closed in 2005					
Destruction Approved by Maryland State Archives		Destruction Certification	ion		
Date State Archivist	Signature of Court Officia	al Title	Date		
GS 550-9 (Rev. 03/2010) Instructions for Preparation and Submission on next page					

District 02-02	July 26, 2011
Court	Date
Somerset County	
County	

51469-2167-6

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		Authoriz	ation .				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal  Civil Citations/Municipal Infractions	2219	Section IV 2a, b, c	January 2006- December 2006	2		
		`					
	Closed in 2006						

Closed 1	n <u>2000</u>			
Destruction A	pproved by Maryland State Archives		Destruction Cert	ification
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Date	State Archivist	Signature of Court Official	Title	Date

District 02-02	July 26, 2011
Court	Date
Somerset County	
County	

<u> 51469-2167-7</u>

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Natural Resources Citations	2219	Section IV 2a, b, c	January 2004- December 2004	2		
	Closed in 2004						

Closed ii	n <u>2004</u>			
Destruction A	pproved by Maryland State Archives		Destruction Certificat	tion
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Date	State Archivist	Signature of Court Official	Title	Date

District 02-02	July 26, 2011
Court	Date
Somerset County	
County	

51469-2167-8

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Natural Resources Citations	2219	Section IV 2a, b, c	January 2005- December 2005	2		
					}		
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	2005						
	Closed in 2005				<u> </u>		

Closed in	2005			
Destruction App	proved by Maryland State Archives		Destruction Certificati	on
Date	State Archivist	Signature of Court Official	Title	Date
DGS 550-9 (Rev. 03/2	2010) Instructi	ions for Preparation and Submission on next page		

District 02-02	July 26, 2011
Court	Date
Somerset County	
County	

51469-2167-9

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	·	Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
;	Criminal Natural Resources Citations	2219	Section IV 2a, b, c	January 2006- December 2006	2		
		·					
	Closed in _2006						

Closed in	2006			
Destruction Ap	proved by Maryland State Archives		Destruction Certifica	tion
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Date	State Archivist	Signature of Court Official	Title	Date

District 02-02	July 26, 2011	Department of General Services	
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2167-10
Somerset County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Batch Envelopes, Folder Contents	2219	Section IV 2a, b, c	January 2004- December 2004	2		
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	Closed in 2004						

Closed in <u>2004</u>				
	by Maryland State Archives		Destruction Certifica	ation
9 Aug 1 7 Date	State Archivist	Signature of Court Official	Title	Date
DGS 550-9 (Rev. 03/2010)	Instruction	one for Preparation and Submission on next page		

District 02-02	July 26, 2011	Department of General Services	
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2167-11
Somerset County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Batch Envelopes, Folder Contents	2219	Section IV 2a, b, c	January 2005- December 2005	2		
				,			
	Closed in 2005						

Closed in 200	)5						
	red by Maryland State Archives			Dest	ruction Cer	tification	
1 Avg   1 Date	State Archivist		of Court Official	<del></del>	Title	·	Date
DGS 550-9 (Rev. 03/2010)	Instructi	ions for Preparation and Submis	sion on next page				

District 02-02	July 26, 2011	Department of General Services	
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2167-12
Somerset County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Batch Envelopes, Folder Contents	2219	Section IV 2a, b, c	January 2006- December 2006	2		
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	Closed in 2006						

Closed in <u>2006</u>						
	by Maryland State Arch			De	struction Certifica	tion
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DGS 550-9 (Rev. 03/2010)	J	Instructions for Prepara	ation and Submission on next r	nage		

District 02-02	July 26, 2011
Court	Date
Somerset County	
County	

51469-2167-13

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization		,			
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil		Sec II Item 2	Janurary 2004- December 2004	10	,	
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	Closed in 2004						

Destruction Ap	proved by Maryland State Archives		Destruction Certification	
9 Aug 11	Edward af grenfu			
Date	State Archivist	Signature of Court Official	Title	Date

DGS 550-9 (Rev. 03/2010)

District 02-02	July 26, 2011	Department of General Services	
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2167-14
Somerset County		P.O. Box 275	Forward three (3) copies
County	·	Jessup, Maryland 20794-0275	to address at left.

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil		Sec II Item 2	Janurary 2005- December 2005	10		
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	Closed in 2005						

Closed in 2005			
Destruction Approved by Maryland State Archives  9 Aug []  Genfue		Destruction Certifica	ition
Date State Archivist	Signature of Court Official	Title	Date

District 02-02	July 26, 2011
Court	Date
Somerset County	· .
County	

51469-2167-15

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		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil	2219	Sec II Item 2	Janurary 2006- December 2006	10		
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	Closed in 2006						

Closed in	2006			
Destruction Approved by Maryland State Archives			Destruction Certificati	ion
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Date	State Archivist	Signature of Court Official	Title	Date

District 02-02	July 26, 2011
Court	Date
Somerset County	
County	

51469-2167-16

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		Authorization			,		
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant  Non Money Judgments Failure to Pay Rent/Warrant of Restitution	2219	Sec VI Item 2	January 2004 - December 2004	1		
	Closed in 2006						

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Closed in 200	6	·							
<b>A</b> 4	ed by Maryland State Archives					Dest	ruction Cer	tification	
Date	State Archivist		Signature o	f Court C	Official		Title		Date
DGS 550-9 (Rev. 03/2010)	Instruct	tions for Preparation	n and Submiss	ion on next	t page				

District 02-02	July 26, 2011
Court	Date
Somerset County	
County	

51469-2167-17

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		Authoriz	ation .				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant  Non Money Judgments Failure to Pay Rent/Warrant of Restitution	2219	Sec VI Item 2	January 2005- December 2005	10		
	Closed in 2005				·		

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Date	State Archivist	Signature of Court Official	Title	Date

District 02-02	July 26, 2011
Court	Date
Somerset County	
County	

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	·	Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant  Non Money Judgments Failure to Pay Rent/Warrant of Restitution		Sec VI Item 2	Janurary 2006- December 2006	10		
	Closed in 2006						

Destruction App	proved by Maryland State Archives		Destruction Certifica	tion
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Dale	State Archivist	Signature of Court Official	Title	Date

District 02-02	July 26, 2011
Court	Date
Somerset County	
County	

51469-2167-19

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Special Proceedings	2219	Sec III Item 2	January 1994- December 1994	1		
					·		
	Closed in 1994				ı		

Destruction A	pproved by Maryland State Archives		Destruction Certification	
9 Aug 11 Date	Estate Archivist	Signature of Court Official		
	State Archivist	Signature of Court Official	Title	Date

District 02-02	July 26, 2011
Court	Date
Somerset County	
County	

51469-2167-20

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Special Proceedings	2219	Sec III Item 2	January 1995- December 1995	1		
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	Closed in 1995						

Destruction Ap	proved by Maryland State Archives		Destruction Certifica	tion
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Date	State Archivist	Signature of Court Official	Title	Date

District 02-02	July 26, 2011	Department of General Services	
Court	. Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2167-21
Somerset C	ounty	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Special Proceedings	2219	Sec III Item 2	January 1996- December 1996	1		
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	Closed in <u>1996</u>						

Closed in	n <u>1996</u>			
	pproved by Maryland State Archives		Destruction Certifica	tion
2 Avg 11 Date	State Archivist	Signature of Court Official	Title	Date

District 02-02	July 26, 2011	Department of General Services	
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2167-22
Somerset County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Special Proceedings	2219	Sec III Item 2	January 1997- December 1997	1		
	Closed in <u>1997</u>						

Closed in 1997				
Destruction Approved by Maryland State Archives			Destruction	1 Certification
9 Aug 11 Low	el afgenfor			
	State Archivist	Signature of Cour	t Official Tit	le Date

District 02-02	July 26, 2011
Court	Date
Somerset County	
County	

51469-2167-23

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Special Proceedings	2219	Sec III Item 2	January 1998- December 1998	1		
			:				
	Closed in 1998						

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9 Aug 11	I forest a genter			
Date	State Archivist	Signature of Court Official	Title	Date

DGS 550-9 (Rev. 03/2010)

District 02-02	July 26, 2011	Department of General Services	
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2167-2
Somerset County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	Authorization				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting Miscellaneous Accounting Records: Receipt and Disbursement Journals, Reconciliation and Trial Balance Sheets, Traffic Payment Batches	2219	Sec V trem 1C.	January 2004 - December 2004	1		
	Closed in 2004						

·	Closed in 2004							
	action Approved by Maryland State	1	<del>                                      </del>	Desti	ruction Cer	tification		
Dat	e State Archivist		Signature of	of Court Officia	al	Title		Date
DGS 550-9 (Rev. 03/2010) Instructions for Preparation and Submission on next page								

District 02-02	July 26, 2011	Department of General Services		
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2167-20	
Somerset County		P.O. Box 275	Forward three (3) copies	
County		Jessup, Maryland 20794-0275	to address at left.	

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting Miscellaneous Accounting Records: Receipt and Disbursement Journals, Reconciliation and Trial Balance Sheets, Traffic Payment Batches	2219	Sec V	January 2005 - December 2005	1		
	Closed in <u>2005</u>						

Closed in 200	5								
	ed by Maryland State Ar					Dest	ruction Cer	tification	
9 Aug 11 Dare	State Archivist		Signature o	of Court C	Official		Title		Date
DGS 550-9 (Rev. 03/2010)		Instructions for Preparat	tion and Submis	sion on nex	t page				

District 02-02	July 26, 2011
Court	Date
Somerset County	
County	

51469-2167-26

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		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting Miscellaneous Accounting Records: Receipt and Disbursement Journals, Reconciliation and Trial Balance Sheets, Traffic Payment Batches	2219	Sec V	January 2006 - December 2006	1		
	Closed in 2006						

Destruction Approved by Maryland State Archives		•	Destruction Certification				
9 Aug 11	I fores a grenter						
Date	State Archivist	Signature of Court Official	Title	Date			